

## **RAUNDS TOWN COUNCIL**

### **ENVIRONMENT, LEISURE & RECREATION COMMITTEE (ELR)**

Minutes: 21 May 2015, 7.30pm.

#### **PRESENT**

Cllr Wilkes (Chair) Cllr Allard, Cllr Tyman, Cllr Beck

#### **IN ATTENDANCE**

Ms Kate Houlihan (Town Clerk)

Mrs Emma Williams (Assistant to the Clerk)

#### **35.15 ELECTION OF CHAIRMAN**

Cllr Beck presided over the election of the Chairman

**RESOLVED that Cllr Wilkes be elected as Chairman**

#### **36.15 ELECTION OF VICE CHAIRMAN**

**RESOLVED that Cllr Tyman be elected as Vice Chairman**

#### **37.15 TO RECEIVE AND ACCEPT ANY APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr D Hughes and Cllr H Howell

#### **38.15 NOTIFICATION OF REQUESTS FROM MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING IN COMPLIANCE WITH ADOPTED PROTOCOL**

None received

#### **39.15 DECLARATIONS OF INTEREST**

Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any item then they should declare the interest and leave the meeting for that item

None Received

#### **40.15 NOTIFICATION OF MEMBERS QUESTIONS IN COMPLIANCE WITH THE COUNCIL'S STANDING ORDERS**

None received

#### **41.15 MINUTES OF THE LAST MEETING OF THE ENVIRONMENT, LEISURE & RECREATION COMMITTEE HELD 19 MARCH 2015.**

Minutes of the Environment, Leisure & Recreation Committee held on the 19 March 2015 were examined for accuracy.

**RESOLVED that the Minutes of the Environment, Leisure & Recreation Committee meeting of the 19 March 2015 be agreed.**

#### **42.15 PLAYGROUND INSPECTIONS**

Members considered a report of the Assistant to the Clerk on selecting a contractor to carry out safety inspections on all the equipment in the Council's playgrounds.

In consideration of the report of the assistant to the clerk it was...

**RESOLVED TO appoint contract 1 at a cost of £288 + vat for all sites.  
Cllr B Tyman and Cllr N Beck to accompany the contractor.**

#### **43.15 ANNUAL TOUR OF INSPECTION**

Members discussed the annual tour of inspection and felt it would be beneficial if all members of the council were invited to join the inspection.

It was also felt that it may be beneficial for inspections to take place more than once a year. However it was agreed that this would be reconsidered at a later date.

Suggested dates were:

Saturday 13<sup>th</sup> June

Or

Thursday 18<sup>th</sup> June

Or

Saturday 18<sup>th</sup> July

**RESOLVED that all Councillors would be invited to join the annual tour of inspection and it be delegated to the Clerk to find the most appropriate date.**

#### **44.15 TREE SURVEY**

Members considered a report of the clerk (Appendix 1) on selecting a contractor to carry out the triennial tree survey.

The clerk presented a report and in consideration of that report it was...

**RESOLVED to appoint contractor 1 at a cost of £895**

#### **45.15 LAND AT REAR OF CEMETERY**

Members considered a proposal from a local resident regarding possible use for land at the rear of the cemetery as a dog exercise area.

Members discussed the suitability of the land for said purpose.

**RESOLVED to defer and reconsider it after members have carried out a site visit as part of the Annual Tour of Inspection.**

#### **46.15 CHRISTMAS LIGHTS**

Members considered a report of the clerk (Appendix 2) on selecting a contractor to carry out installation of the Christmas lights for Raunds.

Members considered the report and additional correspondence from contractor 3. Following discussion it was...

**RESOLVED to appoint contactor 1 for a period of 3 years and that the contract may be extended for a further 2 year period subject to satisfactory performance.**

**47.15 BENCH IN LONDON ROAD CEMETERY**

Members considered a request from a resident to place a memorial bench in London Road cemetery (This will be at residents cost and in keeping with existing street furniture)

**RESOLVED that the installation of the bench be approved at the residents cost**

**48.15 TO PREPARE A REGISTER OF FUTURE SCHEMES FOR IMPROVEMENTS TO PLAY AND RECREATION FACILITIES THAT THE COUNCIL MAY WISH TO PURSUE SUBJECT TO SUITABLE FUNDING BECOMING AVAILABLE**

Following discussion it was.....

**RESOLVED that a register of future schemes would be agreed following the annual tour of inspection when an assessment of each site could be made.**

**49.15 TO CONSIDER A REQUEST FROM A RESIDENT FOR IMPROVEMENTS TO BE MADE TO WEBB ROAD PLAY AREA.**

Following discussion it was.....

**RESOLVED that the item should be deferred and reconsidered after members had carried out a site visit as part of the annual tour of inspection**

There being no further business the meeting concluded at 8.35pm

Approved.....(Town Mayor)

Meeting Date ..... 9 June 2015..... (Council)

Confirmed..... (Chairman)

Meeting Date.....16 July 2015..... (Committee)

## Appendix 1:

Report to: Environment, Leisure & Recreation Committee 21 May 2015 - Tree Survey

### Summary:

To appoint a contractor to carry out the tri-annual tree survey.

#### 1.0 Background Information:

Raunds Town Council are responsible for over 400 trees across 16 different sites.

Location	Number of trees
London Road Cemetery	129
Spinney Hill	36
Memorial Gardens	14
Amenity Area De Ferneus Drive	19
Basford Recreation Ground	37
Belmont Gardens	3
Saxon Hall	129
Millfield	15
St Peter's Churchyard	41
Windmill Path to Millfield	10
The Square	16
Heritage Way	12
Saddlers Play area (new)	1 sapling
Rotton Row/Enterprise Road tree belt	18
Andrews Way	5 individual trees/ 4 groups of trees
Amos Lawrence Playing Field	33

#### 2.2 Tree Policy and Specification for a survey of trees

Raunds Town Council has adopted a tree policy, a specification for the tree survey was also agreed in March 2015. (copies are attached here) but summary a tree survey involves a visual inspection of each tree with any necessary work be categorised as being

- Priority one – needing immediate attention;
- Priority Two – needing attention within the year;
- Priority three – requiring work in year two;
- Priority four - requiring work in year three

2.3 Each contractor was supplied with a detailed list of the trees at each site and a map showing their locations.

2.4 Three quotations were sought. All contractors have carried out work for the town council previously and all works carried out by the contractors has been to a suitable standard.

All contractors have been asked to carry out work in accordance with BS3998.  
And all contractors are required to confirm that they have appropriate insurance in place.

**Public liability:** £5,000,000

**Professional Indemnity Insurance:** £1,000,000

Three quotations for the work were given:

Contractor 1 £895  
Contractor 2 £2000  
Contractor 3 £3400

Recommendations

That contractor 1 is appointed to carry out the tree survey.

## Appendix 2:

Report to: Environment, Leisure & Recreation Committee 21 May 2015 - Christmas Lights

### Summary:

To appoint a contractor to be responsible for the maintenance and installation of the Christmas Lights for Raunds for the next 3 years with a provision to extend for a further 2 years

### Attachments:

<b>1.0</b>	<p><b>Background Information:</b></p> <p>Raunds Town Council aims to provide an attractive display of Christmas lights for the people of Raunds.</p>
<b>2.0</b>	<p><b>Specification for works</b></p> <p>The specification and current stock held is shown in the attached document (Appendix 1) The council has set a budget of £6,000 for this work</p> <p>All contractors are required to confirm that they have appropriate insurance in place.</p> <p>Three quotations were sought: Contractor 1 £5595 Contractor 2 did not quote Contractor 3 has not supplied quote at the time of preparing this report.</p> <p>Due to the specialist nature of these works financial regulations para 11 apply and thus they are exempt from the requirement to obtain three quotes.</p>
<b>3.0</b>	<p><b>Recommendations</b></p> <p>That contractor 1 is appointed to carry out the works.</p>